

Executive Registry  
6-2568

This Notice Expires 31 December 1954

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NOTICE

25X1A

PERSONNEL

10 November 1954

SUBMISSION OF TIME AND ATTENDANCE REPORTS  
FOR THE REMAINDER OF 1954

1. This Notice is in reference to the submission of Time and Attendance Reports for two of the remaining four pay periods in 1954. Earlier than normal submission of Time and Attendance Reports for the pay periods listed below is requested:

7 November through 20 November 1954  
5 December through 18 December 1954

2. The legal holidays which will occur 11 November, 25 November, 25 December 1954, and 1 January 1955 will deprive the Payroll Branch, Fiscal Division, of working time needed in the normal operation of meeting the payday deadlines.

3. In order to ensure that salary checks will be delivered on scheduled paydays, it will greatly assist if all Time and Attendance Reports, Agency Form No. 34-42, are delivered to the Payroll Branch, Room 1200, Wing B, Alcott Hall, no later than 0900 the Monday following the completion of the pay periods 7 November through 20 November 1954 and 5 December through 18 December 1954. Those are the Time and Attendance Reports due in the Payroll Branch 22 November and 20 December 1954, respectively. Complete cooperation with respect to the early delivery of those Reports will contribute greatly to the accomplishment of the task for each period involved.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION: AB

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